

NCCF Grant Cycle Site Visit Worksheet

Interviewer: NCCF Committee Member (s) _____

Organization: _____ Time/Date of Visit: _____

Address: _____

Contact Name: _____ Phone: _____

Directions: _____

Summary of the request: _____

Preliminary analysis of proposal:

● **Strengths +:** _____

● **Weaknesses -:** _____

Questions raised:

Other information about organization:

II. Field Notes

Person interviewed (name/title): _____

Impressions or Observations of:

◆ **Physical plant** (*Do they appear to have the infrastructure necessary to accomplish what they propose in their request?*) _____

◆ **Staff** (*Do they appear to be adequately staffed? Does the staff appear to be motivated and engaged in their work?*) _____

◆ **Collaboration** (Do they coordinate their outreach activities in Nelson County with local groups which have common goals and serve the same population? How do they avoid duplication of services? What evidence is there of this collaboration?)

◆ **Publicity:** How will this organization help to publicize a grant award from NCCF and help to create a greater awareness of NCCF?

What are my overall impressions of this organization?

